OHEC/371.4042/059DE/M

Ontario

REGULATION

PUPIL RECORDS

ONTARIO REGULATION 38/73

made under

THE MINISTRY OF EDUCATION ACT

Issued by Authority of

THE MINISTRY OF EDUCATION

OFFICE CONSOLIDATION

THIS EDITION IS PREPARED FOR PURPOSES OF CONVENIENCE ONLY, AND FOR ACCURATE REFERENCE RECOURSE SHOULD BE HAD TO THE ONTARIO GAZETTE.

THE MINISTRY OF EDUCATION ACT

O. Reg. 38/73.
Pupil Records.
Made—January 9th, 1973.
Approved—January 24th, 1973.
Filed—January 30th, 1973.

REGULATION MADE UNDER
THE MINISTRY OF EDUCATION ACT

PUPIL RECORDS

1.—(1) In this Regulation,

(*a*) "achievement form" means a student achievement form;

(*b*) "credit" means recognition granted to a pupil as *prima facie* evidence that he has successfully completed a course that,

(i) contains one or more units of study or of work each of which requires for its completion the attention of the pupil for a number of hours considered sufficient by the Minister for acceptance by him as a part of the requirement for the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma as the case may be, or

(ii) is accepted by the Minister as part of the requirement for the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma, as the case may be;

(*c*) "guardian" includes a person, society or corporation that has custody of a pupil;

(*d*) "pupil record" means a record in respect of a pupil that is established and maintained by the principal of a school in accordance with this Regulation;

(*e*) "receiving school" means a school or private school to which a pupil transfers from a sending school;

(*f*) "record folder" means an Ontario student record folder;

(*g*) "school" means a school in Ontario operated by the Government of Ontario or by a board;

(*h*) "secondary school course" means a course at the secondary school level given at a school or private school; and

(*i*) "sending school" means,

(i) a school, or

(ii) a private school to which a pupil record has been transferred,

from which a pupil transfers to a school or private school.

(2) For the purposes of this Regulation,

(*a*) a pupil retires from school where he withdraws from a school except where,

(i) he withdraws for a temporary period with the consent of the principal, or

(ii) he transfers to another school or to a private school to which his pupil record, except the index card, is transferred; and

(*b*) a pupil retires from a private school where he withdraws from the private school except where,

(i) he withdraws for a temporary period with the consent of the principal, or

(ii) he transfers to a school or to another private school to which his pupil record, except the index card, is transferred. O. Reg. 38/73, s. 1.

2. A pupil record shall consist of,

(*a*) a record folder completed in accordance with this Regulation;

(*b*) achievement forms in respect of the pupil completed in accordance with this Regulation;

(*c*) documents, photographs and information in writing inserted in the record folder with the approval of the principal; and

(*d*) an index card referred to in section 6. O. Reg. 38/73, s. 2.

3. This Regulation does not apply to a record established or maintained by the Ministry in respect of a pupil enrolled in a correspondence course that is distributed and supervised by the Ministry. O. Reg. 38/73, s. 3.

4.—(1) Commencing the 1st day of September, 1972, a pupil record shall be established at the time of enrolment in respect of each pupil who enrols for the first time in school.

(2) Where a pupil who retired from school prior to the establishment of a pupil record in respect of such pupil re-enrols in a school for the first time

after the 1st day of September, 1972, a pupil record shall be established in respect of such pupil at the time that he re-enrols, and where such pupil re-enrols in a school other than the school in which he was enrolled immediately prior to his retirement from school, the pupil record established under this subsection shall, upon the written request of the principal of the school at which the pupil has re-enrolled,

(*a*) be established by the principal of the school in which the pupil was enrolled immediately prior to his retirement from school; and

(*b*) be transferred by the principal establishing the record to the principal of the school at which the pupil has re-enrolled.

(3) A pupil record shall be established on or before the 1st day of September, 1973 in respect of a pupil who, during the school year that commenced in September, 1971, was enrolled in a school and, during the school year that commences in September, 1972, attends a school. O. Reg. 38/73, s. 4.

5.—(1) Where the progress through school of a pupil has been recorded in a manner other than in accordance with this Regulation and a pupil record is required to be established in respect of such pupil under subsection 2 or 3 of section 4, the pupil record shall be established by,

(*a*) transcribing into or attaching to the record folder the items, particulars and summaries required for its completion in accordance with this Regulation;

(*b*) completing and inserting in the record folder such achievement forms as may be necessary to record the educational achievement of the pupil; and

(*c*) inserting in the record folder such other documents, photographs or other information in writing that in the opinion of the principal should form part of the pupil record for the purpose of the improvement of instruction of the pupil.

(2) Where a principal has established a pupil record in respect of a pupil, the record of progress through school of the pupil and any written information and documents that pertain to the pupil, that have not been inserted in the record folder and that are not records of attendance of pupils recorded in the register supplied by the Minister or recorded in such other manner as is approved by the Minister, shall be destroyed,

(*a*) where the pupil or his parent or guardian has examined the pupil record, forthwith; or

(*b*) where the pupil or his parent or guardian has not examined the pupil record, after the expiration of six months from the establishment of the pupil record. O. Reg. 38/73, s. 5.

OFFICE INDEX CARD

6.—(1) The principal shall establish and maintain an index card for each pupil enrolled in the school and on such index card shall be recorded,

(*a*) the full name of the pupil as recorded on the record folder;

(*b*) the sex of the pupil;

(*c*) the social insurance number of the pupil where the social insurance number is provided by the pupil;

(*d*) the date of birth of the pupil and the source of verification thereof;

(*e*) the name of the father and mother of the pupil or the name of the guardian of the pupil where applicable;

(*f*) the name and address of the receiving school to which the pupil transfers and the date the pupil record in respect of the pupil is transferred to such receiving school;

(*g*) the address of the pupil at the date he transfers from the school or at the date the pupil retires from school; and

(*h*) the name and address of the school or such other means of identification thereof as may be sufficient to identify the source of the index card.

(2) In addition to the information recorded under subsection 1, the principal may cause to be recorded on the index card,

(*a*) current particulars of the professional practitioners and advisors of the pupil;

(*b*) the address and telephone number of the pupil;

(*c*) the pupil's means of transportation to and from school; and

(*d*) such other information as the principal considers relevant to assist in locating the pupil or in obtaining assistance for the pupil in the case of an emergency.

(3) The index card referred to in subsection 1 shall remain at the school during the period the pupil is enrolled at the school and, where the pupil transfers to another school or to a private school or retires from school, the index card shall be stored at the school from which he transfers or retires, or at a

central records office provided by the board, for a period of seventy years from the date upon which the pupil transfers to another school or to a private school, or retires from school, as the case may be. O. Reg. 38/73, s. 6.

RECORD FOLDER

7.—(1) A record folder shall be in Form 1 and shall be obtained from the Ministry or from a supplier designated by the Minister.

(2) Where the Minister designates a supplier of record folders, the Minister shall ensure by agreement with the supplier that the folders shall be made from paper of similar weight, composition and size to those supplied by the Ministry. O. Reg. 38/73, s. 7.

8.—(1) Subject to subsection 3, Part A of a record folder shall be completed when the pupil record is established and shall indicate the method of verification of the name and date of birth of the pupil.

(2) Where a pupil is known by a surname other than his legal name and where the principal is satisfied that such name is a name obtained by repute, the surname by which the pupil is known may be recorded in Part A in lieu of his legal surname.

(3) Where a principal receives a document that establishes to his satisfaction that a pupil, in respect of whom a pupil record is maintained by the principal, has had his name changed,

(*a*) by adoption;

(*b*) by marriage; or

(*c*) in accordance with the law of the province, state or country in which the document was made,

the principal shall file the document or a notarial copy thereof in the record folder and shall change the name of the pupil on the record folder, the achievement forms and the index card, and thereafter reference to such record folder, achievement forms and index card shall be made as if the original record had been established in the name as changed. O. Reg. 38/73, s. 8.

9.—(1) An entry shall be made in Part B of a record folder,

(*a*) where an achievement form in respect of the pupil is prepared; and

(*b*) where an achievement form is not required to be prepared under subsection 2 of section 21.

(2) The name of the school or private school or the designation of the school where the school does not have a particular name, shall be recorded in the column in Part B of the record folder under the subheading "School" each time that an entry is made in another column in Part B.

(3) The name of the board that operates the school or the name of the person that operates the school or private school shall be recorded in the column in Part B of the record folder under the subheading "Board" each time that an entry is made in another column in Part B.

(4) The name of the teacher designated by the principal as having basic responsibility for the pupil shall be recorded in the column in Part B of the record folder under the subheading "Teacher contact" each time that an entry is made in another column in Part B.

(5) Where an entry is made in Part B, the month and the year in which the pupil commenced the studies or the work in respect of which the achievement form is prepared shall be entered in the columns in Part B under the subheading "Entered" and where an entry is made in Part B and no achievement form is required to be prepared under subsection 2 of section 21, the entry in these columns shall be made as if an achievement form were prepared.

(6) Where an entry is made in Part B, the month and the year in which the pupil completed the studies or the work in respect of which the achievement form is prepared shall be entered in the columns in Part B under the subheading "Completed" and, where an entry is made in Part B and no achievement form is required to be prepared under subsection 2 of section 21, the entry in these columns shall be the date upon which the pupil transferred from the school to another school or to a private school, or retired from the school, as the case may be.

(7) The column in Part B under the subheading "Achievement Form No." shall be completed by the entry of the number of the achievement form in accordance with section 22 whenever an achievement form is placed in the record folder, and, where an entry is made in Part B and no achievement form is required to be prepared under subsection 2 of section 21, no entry shall be made in the column under the subheading "Achievement Form No.".

(8) At least one entry in Part B shall be made for each school year. O. Reg. 38/73, s. 9.

10.—(1) A secondary school course that has been successfully completed by a pupil shall be recorded in Part C of the record folder established for the pupil, under one of the subheadings,

(*a*) Communications;

(*b*) Social and environmental studies;

(*c*) Pure and applied sciences; and

(*d*) Arts,

in accordance with the classification of the course that was established by the principal for the school year in which the course is successfully completed by the pupil.

(2) Entries made in Part C in respect of secondary school courses that have been successfully completed and that lead to the Secondary School Graduation Diploma or in respect of which a Certificate of Training may be granted shall be recorded on the part of the record folder to the right of the side note "Secondary School Graduation Diploma", and entries made in Part C in respect of secondary school courses that have been successfully completed and that lead to the Secondary School Honour Graduation Diploma shall be recorded on the part of the record folder to the right of the side note "Honour Graduation Diploma".

(3) The title of the secondary school course successfully completed and its local designation shall be entered in the proper column under the sub-subheading "Courses" in Part C.

(4) Where an entry is made in a column under the sub-subheading "Courses", there shall be entered opposite thereto,

(*a*) in the column adjacent thereto under the sub-subheading "Year", the number 1, 2, 3, 4 or 5, which number shall have reference to the pupil year of attendance during which the secondary school course is customarily taken by pupils enrolled in the school or private school;

(*b*) in the column under the sub-subheading "Grading" adjacent to the immediate right of the column referred to in clause *a*, the number, the letter or letters of the alphabet or a symbol or any combination thereof, as the case may be, that is representative of the grade obtained by the pupil where a grade was given for the course and, where no grade was given for the course, a check mark, asterisk or other symbol shall be entered therein to indicate that no grade was given to pupils in that course in that school year;

(*c*) in the column under the sub-subheading "Credits" adjacent to the immediate right of the column referred to in clause *b*, the value assigned for diploma purposes to the credit awarded to the pupil in respect of the course, and where the credit has a value for diploma purposes that is not an integer, such value shall be expressed as a decimal; and

(*d*) in the column under the sub-subheading "Date" adjacent to the immediate right of the column referred to in clause *c*, the date on which the pupil successfully completed the course.

(5) Where a Secondary School Graduation Diploma or a Certificate of Training has been granted to the pupil,

(*a*) the date upon which the diploma or certificate was granted shall be recorded opposite the subheading "Date Granted" where it first appears in Part C and if a Certificate of Training was granted it shall be so recorded; and

(*b*) the total value assigned for diploma purposes to the credits awarded in respect of the courses under each area of study shall be entered opposite the sub-subheading "total" immediately above the entry referred to in clause *a*,

and where a Secondary School Honour Graduation Diploma has been granted to the pupil, the date upon which it was granted shall be entered opposite the subheading "Date granted" where it appears for the second time in Part C.

(6) Where a credit has been obtained at a summer school or at an evening class, the title of the course in respect of which the credit was obtained, the grade, if any, the value of the credit obtained and the date shall be recorded in the appropriate colums in Part C of the record folder in the manner prescribed in subsections 1, 2, 3 and 4. O. Reg. 38/73, s. 10.

11. Notwithstanding section 10, where a computer or equipment used in connection with a computer is used to record the progress of a pupil through school or to print a part of the pupil record, the record or a copy thereof that is so produced shall be placed in the record folder in respect of the pupil and, where such record or copy contains the information that would be required for completion of any entry in Part C of the record folder if the pupil record were maintained and completed without the use of a computer or equipment used in connection with a computer, such information need not be recorded in Part C. O. Reg. 38/73, s. 11.

12.—(1) In Part D of the record folder, only the first names of the parents of a pupil shall be recorded except that, where the surname of the parent differs from the surname of the pupil, the surname of the parent shall be recorded.

(2) Where applicable, the full name of the guardian of a pupil shall be recorded in the space provided therefor in Part D of the record folder.

(3) Where a parent or the guardian of a pupil dies, the date of death shall be recorded opposite the name of such person. O. Reg. 38/73, s. 12.

13.—(1) Subject to subsection 2, a summary of any recommendations regarding special health problems of a pupil that, in the opinion of the principal, are likely to interfere with the achievement of the pupil in school shall be recorded in Part E of the the record folder.

(2) The parents of a pupil under the age of eighteen years shall be consulted before an entry is made in Part E of the record folder, and the pupil shall be consulted where the pupil is of the full age of eighteen years.

(3) Entries in Part E of the record folder shall be kept current. O. Reg. 38/73, s. 13.

14. Where a photograph of the pupil in respect of whom a record folder is established is placed in Part F of the record folder, the date, as nearly as may be ascertained, on which the photograph was taken shall be recorded and the photograph may be replaced from time to time with a more recent photograph of the pupil. O. Reg. 38/73, s. 14.

15.—(1) Where a pupil participates in an extra-curricular activity, a record of his participation may be entered in Part G of the record folder.

(2) Where an entry is made under subsection 1, the date of the participation and the date of the entry shall be recorded in Part G of the record folder and additional information in respect of such entry may be inserted in the record folder. O. Reg. 38/73, s. 15.

16. Part H of a record folder may be used to record,

(*a*) the referrals of the pupil, if any, to services or agencies;

(*b*) information regarding a talent or special ability of the pupil; and

(*c*) any other information not recorded in Part G of the record folder that may, in the opinion of the principal, be beneficial to teachers in the instruction of the pupil,

and additional information in respect of such entry may be inserted in the record folder. O. Reg. 38/73, s. 16.

17. Outstanding achievements of a pupil and any awards or scholarships that he receives and the date thereof may be recorded in Part I of the record folder in respect of the pupil, and additional information in respect of such entry may be inserted in the record folder. O. Reg. 38/73, s. 17.

18.—(1) The date upon which a pupil retires from school or from a private school to which his pupil record, except the index card, has been transferred, shall be recorded under the subheading "Date of retirement" in Part J of the record folder in respect of the pupil and, where after such retirement the pupil re-enrols in school or in a private school that maintains his pupil record, the date of his subsequent retirement from school or from a private school shall be recorded therein.

(2) Where a date is entered under the subheading "Date of retirement" in Part J of a record folder, the address of the pupil at such date shall, where the address is known to the principal, be recorded under the subheading "Address at retirement" in Part J. O. Reg. 38/73, s. 18.

19. Information as to the destination of the pupil in respect of employment or further education upon his retiring from school may be entered in Part K of the record folder. O. Reg. 38/73, s. 19.

THE STUDENT ACHIEVEMENT FORM

20.—(1) Subject to subsection 3, an achievement form supplied by the Ministry or by a supplier designated by the Minister shall be in Form 2.

(2) A board may approve for use in its schools an achievement form in the English or the French language that is not an achievement form in Form 2 if the achievement form,

(*a*) provides for the information required under sections 22, 23, 24 and 25;

(*b*) contains space for comment by the pupil or his parent or guardian as the case may be; and

(*c*) contains the following statement or, in the case of an achievement form in the French language, an accurate translation of the following statement in the French language:

TO STUDENTS AND PARENTS

A copy of this form will be placed in the pupil record. Every attempt has been made to ensure that all entries made are a clear indication of the student's achievement. If you wish to discuss the entries, you are asked to contact the principal.

(3) Where the Ministry or a supplier designated by the Minister, at the request of a board, supplies an achievement form in Form 2 translated into the French language, such achievement form shall be deemed to be an achievement form in Form 2.

(4) An achievement form approved by a board under subsection 2 may be produced by means of a computer or equipment used in connection with a computer, and a copy of an achievement form printed thereby is acceptable for inclusion in the record folder.

(5) Subject to subsection 6, an achievement form shall be printed on paper that,

(*a*) is white and is capable of retaining its whiteness for the period of time referred to in section 33;

(*b*) is sufficiently opaque to permit ink to be applied to both sides of the paper and retain legibility to both sides thereof; and

(*c*) is suitable for long-term storage.

(6) Where the information on the achievement form is recorded by means of a computer or equipment used in connection with a computer, the paper on which the information is printed shall be such as to provide as nearly as may be the characteristics set out in subsection 5. O. Reg. 38/73, s. 20.

21.—(1) Subject to subsection 2, after the first day of September, 1973 an achievement form shall be prepared for each pupil at the end of each school year and at the time the pupil transfers to another school or to a private school, or retires from school, as the case may be, and may be prepared more frequently as required by the board.

(2) Where a pupil transfers to another school or to a private school, or retires from school, within six weeks of the date of his enrolment in the school or within six weeks from the commencement of a new school year, as the case may be, an achievement form need not be prepared in respect of such period.

(3) Where schools are organized on a semester plan, an achievement form shall be prepared at the end of each semester. O. Reg. 38/73, s. 21.

22.—(1) When an achievement form is prepared, it shall be given a number and it shall be placed in the record folder maintained in respect of the pupil.

(2) Achievement forms for each pupil shall be numbered in the sequence in which they are prepared. O. Reg. 38/73, s. 22.

23. The full name of the pupil as recorded on the record folder shall be recorded on the achievement form. O. Reg. 38/73, s. 23.

24.—(1) There shall be set out on an achievement form,

(*a*) a concise statement of the program of study undertaken by the pupil sufficient to enable a teacher to understand the objectives, content and degree of difficulty of the courses included in the program of study;

(*b*) in respect of each program of study undertaken by the pupil, a detailed statement provided by an anecdotal description, a percentage mark, a letter grade or any other means that indicates the level of achievement of the pupil in such program of study;

(*c*) in respect of a course for which credit may be awarded where the pupil is entitled to such credit, the value assigned to the credit for diploma purposes and, where the credit has a value that is not an integer, such value shall be expressed as a decimal; and

(*d*) in respect of a course for which no credit may be awarded, the words "non-credit course".

(2) Where an achievement form in Form 2 is used, the information referred to in clause *a* of subsection 1 shall be set out in the column under the heading "Description of Studies" and the information referred to in clauses *b*, *c* and *d* of subsection 1 shall be set out in the other columns opposite the description of the program of study to which it refers. O. Reg. 38/73, s. 24.

25.—(1) An achievement form shall bear the address and other particulars of the school at which the pupil attained the achievement recorded on the form sufficient to identify the school and shall be signed by the principal of the school or the teacher or other school official designated for such purpose by the principal, and a form so signed is *prima facie* evidence of the achievement of the pupil recorded on the form.

(2) Where an achievement form is signed by a teacher or other school official designated by the principal, the person signing the form shall indicate thereon that he is signing for and on behalf of the principal and shall give the name of the principal. O. Reg. 38/73, s. 25.

26.—(1) Where an achievement form is completed and signed as provided in section 25, the achievement form shall be placed in the record folder of the pupil and a true copy of the achievement form shall,

(*a*) be forwarded to the pupil where the pupil has attained the age of eighteen years; or

(*b*) be forwarded to the parent or guardian of the pupil where the pupil has not attained the age of eighteen years.

(2) An achievement form that is forwarded as provided in subsection 1 may also constitute a report card in respect of the pupil if it is so noted on the achievement form.

(3) Where an achievement form is used as a report card, the record of attendance of the pupil in respect of the reporting period may be entered on the achievement form. O. Reg. 38/73, s. 26.

27. Where a principal receives a request referred to in subsection 4 of section 21*a* of *The Schools Administration Act* and refuses to comply with the request or any part thereof, he shall place in the record folder in respect of the pupil,

(*a*) the request received by him; and

(*b*) a note indicating his reasons for not complying with the request,

and shall advise the person making the request of his rights under subsection 5 of section 21*a* of *The Schools Administration Act*. O. Reg. 38/73, s. 27.

TRANSFER

28.—(1) Subject to subsections 2, 3 and 4, where a pupil transfers from a sending school to a receiving school, the principal of the receiving school shall, where the receiving school is a school, and may, where the receiving school is a private school, send to the principal of the sending school a written request for transfer of the pupil record in respect of the pupil, and upon receipt of such request the principal of the sending school shall transfer by first class mail to the principal of the receiving school, the materials referred to in clauses *a*, *b* and *c* of section 2 in respect of the pupil.

(2) Where a pupil transfers by reason of promotion or in accordance with instructions of the board from one school to another that is under the jurisdiction of the same board, the principal of the sending school may, without a request therefor in writing, forward to the principal of the receiving school by first class mail or by delivery service provided by the board, the materials referred to in clauses *a*, *b* and *c* of section 2 in respect of the pupil.

(3) Where the receiving school is a private school, the principal of the sending school shall make the transfer under subsection 1 only where he has received from the principal of the private school written assurance that the private school will maintain, transfer and dispose of the pupil record in accordance with *The Schools Administration Act* and this Regulation.

(4) Where the receiving school is a private school that is not operated by the Government of Canada and that is not inspected under subsection 7 of section 20 of the Act, the principal of the sending school shall make the transfer under subsection 1 only with the consent of,

(*a*) the pupil where he has attained the age of eighteen years; or

(*b*) the parent or guardian of the pupil where the pupil has not attained the age of eighteen years.

(5) An original pupil record shall not be transferred to an educational institution outside Ontario, but a true copy of the information contained in the pupil record of a pupil may be sent by registered mail to the principal of such an educational institution where the principal in whose possession the pupil record may be, receives,

(*a*) a request for the pupil record from the principal of such educational institution; and

(*b*) a request in writing for the transfer of the pupil record signed by,

(i) the pupil where the pupil has attained the age of eighteen years, or

(ii) the parent or guardian of the pupil where the pupil has not attained the age of eighteen years.

(6) A true copy of the information contained in a pupil record may be provided to,

(*a*) the pupil where the pupil has attained the age of eighteen years; or

(*b*) the parent or guardian of the pupil where the pupil has not attained the age of eighteen years,

where the pupil or his parent or guardian, as the case may be, satisfies the principal that the pupil requires the copy for the purpose of enrolling in an educational institution outside Ontario. O. Reg. 38/73, s. 28.

29. Where a pupil has been,

(*a*) admitted to or committed to an institution for treatment in respect of alcoholism, drug addiction or a mental disorder;

(*b*) sent to a training school or sentenced to a penal or a correctional institution; or

(*c*) convicted of an offence under the *Criminal Code* (Canada) or of an offence under the laws of the Province of Ontario or any other jurisdiction,

and an entry in respect thereof has been made in his record or the pupil record discloses one or more of such cases, the principal may, where in his opinion such information is not conducive to the improvement of instruction of the pupil, delete from the record any such entry and for the purpose of so doing may destroy all or part of the pupil record of such pupil after the principal has recreated the pupil record or part thereof for the purpose of making such deletion. O. Reg. 38/73, s. 29.

30.—(1) Where the principal of a school is of the opinion that a pupil record or any part of a pupil record should be established and maintained in the French language, the principal may, with the approval of the board, establish and maintain the pupil record or the part thereof in the French language.

(2) Where the principal of a private school that maintains a pupil record is of the opinion that the

pupil record or any part of the pupil record should be maintained in the French language, the principal may, with the approval of the person operating the private school, maintain the pupil record or the part thereof in the French language.

(3) Where the principal of a school or a private school maintains a pupil record in the French language and the pupil transfers from a sending school to a receiving school and the principal of the receiving school is of the opinion that the pupil record should be maintained in the English language, the part of the pupil record that is in the French language shall not be translated and the pupil record may be maintained thereafter in the English language.

(4) Where the principal of a school or a private school maintains a pupil record in the English language and the pupil transfers from a sending school to a receiving school and the principal of the receiving school is of the opinion that the pupil record should be maintained in the French language, the part of the pupil record that is in the English language shall not be translated and the pupil record may be maintained thereafter in the French language. O. Reg. 38/73, s. 30.

31. Where a pupil retires from school or from a private school that maintains a pupil record in respect of the pupil and the pupil, where he has attained the age of eighteen years, or his parent or guardian, where the pupil has not attained such age, so requests, the principal shall give to the pupil or his parent or guardian, as the case may be,

(*a*) a true copy of Part C of the record folder in respect of the pupil; and

(*b*) exclusive of the achievement forms, the information and materials that are stored in the record folder,

and where the information and materials referred to in clause *b* are not requested by the pupil or by his parent or guardian, as the case may be, within ninety days after the retirement of the pupil, they shall forthwith be destroyed. O. Reg. 38/73, s. 31.

32. The achievement forms retained in a record folder in respect of a pupil may be destroyed after three years next following the year in which the pupil retires from school or from a private school that maintains a pupil record in respect of the pupil. O. Reg. 38/73, s. 32.

33.—(1) Subject to subsection 3, a record folder in respect of a pupil shall be retained by the board,

(*a*) in the school attended by the pupil immediately before his retirement from school; or

(*b*) in a central records office maintained by the board that operated the school referred to in clause *a*,

for a period of seventy years from the year in which the pupil retires from school.

(2) Where a pupil retires from a private school that maintains a pupil record in respect of the pupil, the private school, after a period of three years next following the year in which the pupil retires from the private school, may, where the sending school in respect of that pupil is not a private school, return the record folder to the sending school, in which case subsection 1 applies as if such sending school were the school attended by the pupil immediately before his retirement from school and, where the private school does not return the record folder to the sending school, subsections 1 and 3 shall apply *mutatis mutandis* to the private school in respect of such record folder.

(3) Where a record folder in respect of a pupil has been microrecorded in a manner that permits a reproduction to be printed, the record folder may be destroyed after three years following the year in which the pupil retires from school or from a private school that maintains a pupil record in respect of that pupil and the microrecording shall be retained for a period of seventy years after the retirement of the pupil.

(4) Where a private school that maintains a pupil record ceases to operate as a private school,

(*a*) a pupil record that was retained by the private school in respect of a former pupil; and

(*b*) a pupil record of a pupil of the private school who does not transfer to a school or to a private school to which his pupil record is transferred,

shall forthwith be sent to the Minister. O. Reg. 38/73, s. 33.

A

B

Surname, Given names | Sex | Social insurance number | Birthdate | Birth certificate ☐ Baptismal certificate ☐ Passport ☐ Other ☐ Verification | Initial

Schools attended and summary of progress

	School	Board	Teacher contact	Entered Month	Entered Year	Completed Month	Completed Year	Achievement Form No.	Signature of teacher or school official
Primary									
Junior									
Inter-mediate									
Senior									

The Ontario student record folder

1 This folder and contents are the property of the school. The student whose name appears on it and his parent(s) or legal guardian(s) are permitted access to it.

2 Teachers are requested to familiarize themselves with the manual that has been prepared to accompany the folder.

Ministry of Education, Ontario

For photo-copying purposes please do not type outside of this line

C

Summary of successful secondary school progress

Communications

Courses	Year	Grading	Credits	Date

For photo-copying purposes please do not type outside of this line

D

Father _____ If deceased enter date _____

Mother _____ _____

Guardian _____ _____

G **Extra-curricular school activities** dates

E **Special health information**

Heart ☐ Hearing ☐

Sight ☐ Speech ☐

Other ☐

Recommendation:

F

Place photograph here

Entries in this section should be reviewed annually.

H **Additional information**

additional information in folder ☐

I **Special achievements in school activities** dates

additional information in folder ☐

J **Date of retirement** Address at retirement

K **Follow-up information**

O. Reg. 38/73, Form 1.

Form 2

STUDENT ACHIEVEMENT FORM

Student Achievement Form

Surname, Given names

Achievement Form Number

(where applicable)

Description of Studies	Description of Achievement	Grading	Diploma Credits

School Name and Address

Signature of School Official

Date Sent

To students and parents: A copy of this form will be placed in the record folder. Every attempt has been made to ensure that all entries made are a clear indication of the student's achievement. If you wish to discuss the entries you are asked to contact the principal.

Comment by student and/or parents:

O. Reg. 38/73, Form 2.